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TO: The Honorable City Council

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: August 4, 2014

RE: **REVIEW OF CONTRACTS AND PURCHASING FILES**

Attached is the list of contracts and purchase orders recommended by the Finance Department, Purchasing Division for the Week of August 4, 2014. The contracts are submitted to the City Council under the Recess Procedures approved July 15, 2014. All items on the enclosed list will be held through Wednesday, August 6, 2014. If Council Members object to or wish to hold any item on this list, please notify the Committee Clerk's office by 4 pm, Wednesday, August 6. All contracts, that are not held, will be considered approved and processed beginning Thursday, August 7, 2014.

Any contract that is held, will be held until the objection of the Council Member(s) holding the contract is withdrawn; Contracts held after the Recess period will be referred to the appropriate Committee for review and consideration.

The comments and review of the Legislative Policy Division staff are printed in bold following the contracts.

Attachment

cc:	Janice Winfrey	City Clerk
	Mark Lockridge	Auditor General
	Palencia Mobley	Mayor's Liaison
	Boysie Jackson	Purchasing Division
	Irvin Corley	Legislative Policy Division
	Marcell Todd	Legislative Policy Division

Statistics compiled for the list of Contracts and Purchases submitted for Week of August 4, 2014.

Department	No. of Contracts or Purchase Orders	Detroit-Based Business Bids	Change, Extension Increases, Renewals	Located in Detroit
Comm.& Creative Services – Total Copy Center	1	0	0	0
Elections	1	0	1 Renewal	0
Fire - EMS 1 Contract submitted as Emergency Procurement	1	0	0	0
General Services	2	0	1 Purchase Increase	2
Health & Wellness 1 Contract with SEMHA	1	0	0	1
Public Works	1	0	0	0
Totals 1 Emergency Procurement	7	0 Detroit-Based Business Bids	1 Purchase Increase 1 Renewal	3

The Honorable City Council
Contracts and Purchase Orders, Statistics
Items Submitted for Week of August 4, 2014

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This list represents expenditures totaling \$ 3,137,663.64¹

Included in the total costs are the following:

City General Fund	\$ 2,337,263.00
Quality of Life Bond Fund	\$ 674,925.64
Grants Fund	\$ 75,000.00
Street Fund	\$ 50,475.00

¹ This list includes: Renewal for 1 year, Increase for existing term, New contracts for 1 time purchases, and terms of 4 months and 3 years.

TO: The Honorable City Council

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: August 4, 2014

RE: **CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE CONSIDERED
DURING RECESS WEEK OF AUGUST 4, 2014**

ELECTIONS

2871111 100% City Funding – To Provide Rental Vehicles/Transportation for Election Day Workers – Contractor: Enterprise Leasing Company of Detroit LLC, Location: 29301 Grand River Avenue, Farmington Hills, MI 48336 – Contract Period: November 1, 2014 through October 30, 2015 – Contract Amount Not to Exceed: \$25,000.00

Costs budgeted to General Fund, Acct. 1000-710004-000037-617900-00181-0-A5060, Appropriation for Conduct of Elections includes available funding of \$7,409,138 as of July 31, 2014.

According to the Purchasing Division, this contract was initially approved as an “Informal contract” (less than \$25,000), to provide rental vehicles required for elections.

This request is for a renewal of the contract; Unit prices remain the same as initially approved which include: Compact car at \$56 per day, Cargo van at \$85.65 per day, 15-seat Passenger Van at \$160.65 per day, Mini-van at \$85.65 per day, SUV at \$90 per day.

Estimated cost of \$25,000 requested with this renewal.

Contract checklist, Not Dated, indicates this contract is essential to be able to transport equipment and enable Elections personnel to respond to problems or issues that may occur at 490 polling locations around the City.

Covenant of Equal Opportunity Affidavit signed 9-25-12;

TAXES: Good Through 4-21-15 and 12-30-14;

Hiring Policy Compliance Affidavit signed 5-1-14, Employment application submitted does not include a question of criminal conviction - does include authorization by applicant of criminal record;

Slavery Era Records Disclosure Affidavit signed 9-26-12, indicating business established 1957, no records to disclose.

Previous contract, No. 2754193, with Enterprise Leasing Co. approved for General Services; This contract initially approved July 22, 2008 for 2 years, for a cost of \$140,000; and extended 1 year, through February 28, 2011, with an increase of \$50,000 to \$190,000.

Unit costs under this contract ranged from \$28.39 per day for compact vehicle to \$67.99 per day for Cargo Van; unit rate also included for weekly and monthly rentals.

FIRE

2895796 100% QOL Funding – Notice of Emergency Procurement as Provided by Ordinance No. 15-00 – Description of Procurement: To Provide 26 Stryker Brand Stretchers/Cots to EMS for the New Ambulances – Basis for the Emergency: Stretchers Inoperable, Unsafe and Exceeded Life Expectancy – Contractor: Stryker Sales Corporation, Location: 3800 E. Centre Avenue, Portage, MI 49002 – Contract Amount Not to Exceed: \$674,925.64

Costs budgeted to Quality of Life Fund, Acct. 3100-350062-0-628500-13824-0-0, According to the Report on the Quality of Life Funds in DRMS,, the indicated Cost Center of 350062 for EMS Equipment shows No Funding available as of August 1, 2014.

This request is for approval of an Emergency Procurement; This procurement was also requested to be authorized as a Sole Source. There was not a Request for the Sole Source procurement from the Department in the Purchasing File; however, information in the Purchasing File stated there was no competition because “Mayor’s Team and Fire EMS determined this purchase was urgent.

The File does include information from the Vendor, stating that Stryker Medical is the Sole Manufacturer of the hydraulic stretchers/cots, that provide better patient care and facilitate moving patients for EMS Technicians. Information from Stryker dated March and April 2013.

This Procurement is for the acquisition of 26 Stryker EMS Power-LOAD (Model 6390) Stretchers/Cots at an average cost of \$25,958.68 each. This cost includes associated equipment and a 7-year service contract for the stretchers/cots. According to the Purchase Order, dated July 15, 2014, the equipment is to be delivered by July 31, 2014.

Contract checklist, received 7-29-14 states this is a one-time purchase of 26 stretchers/cots (5 include a power load option. The purchase determined to be an emergency because current stretchers were not operational and unsafe, according to the manufacturer, the stretchers in use had far exceeded their life expectancy.

Covenant of Equal Opportunity Affidavit signed 7-17-14;

TAXES: Good Through 7-25-15 and 12-30-14;

Hiring Policy Compliance Affidavit signed 7-18-14, Employment application submitted complies;

Slavery Era Records Disclosure Affidavit signed 7-17-14, indicating business established 1946, no records to disclose.

GENERAL SERVICES DEPARTMENT

2867566 100% City Funding – To Provide Tires for Light Duty and Commercial Passenger Vehicles – Contractor: Trader Ray Tire Center, Location: 2272 East Jefferson, Detroit, MI 48207 – Contract Period: November 1, 2012 through October 31, 2014 – Increase Amount: \$150,000.00 – Contract Amount: \$900,000.00
Contract Increase of Funds, original: \$750,000.00

Costs budgeted to General Fund, Acct. 1000-470100-006004-621301-12153-0-A4510, Appropriation for Fleet Management includes available funding of \$11,796,774 as of July 31, 2014.

This request is to increase the expenditures on this contract by \$150,000, to a new total of \$750,000.

This contract was initially approved Oct. 16, 2012 for a two-year term, through October 31, 2014, for estimated costs of \$600,000. The contract provided for the purchase of approximately 120 different tires for a wide variety of vehicles. (DOT coaches are NOT included in this contract).

An increase to contract costs were recently authorized on April 15, 2014, for an increase of \$150,000, to \$750,000. As of March 25, 2014 it was indicated that total expenditures were \$579,635.91.

This request is for a 2nd Increase of \$150,000 to the contract costs for a total of \$900,000 over the 2-year term. According to information in the Purchasing File, a total of \$759,924 had been expended as of July 15, 2014. Expenditures for the 4 month period from March 15 to July 15, 2014 were approximately \$180,200.

General Services indicates the increased expenditures on tires is due to bad road and an increase in tire replacements.

Contract checklist, dated July 15, 2014, indicates this contract is essential for the replacement of tires to ensure safety of City personnel.

Covenant of Equal Opportunity Affidavit signed 5-21-12;

TAXES: Good Through 10-24-14 and 8-15-14;

Hiring Policy Compliance Affidavit signed 5-21-12, Employment application submitted complies;

Slavery Era Records Disclosure Affidavit signed 5-21-12, indicating business established 1953, no records to disclose.

General Services Department - continued

2895761 100% City Funding – To Provide Mechanical Services for H.V.A.C. Equipment – Contractor: Systemp Corporation, Location: 10824 West Chicago, Detroit, MI 48204 – Contract Period: July 1, 2014 through June 30, 2017 – Contract Amount: \$2,100,000.00

Costs budgeted to General Fund, Acct. 1000-470010-006004-622200-11830-0-A4510, Appropriation for Facilities and Grounds Maintenance includes available funding of \$8,894,301 as of July 31, 2014.

10 Bids solicited, 6 Bids received on Open Market for services to maintain the Heating, Ventilating and Air Conditioning Equipment.

This recommendation is with the Second Low Bid received from Systemp Corporation for costs ranging from: Apprentice, Regular time at \$45 per hour / Journeyman, Regular time at \$70 per hour to Sundays/Holidays, Apprentice at \$90/hour, and Sundays/Holiday services, Journeyman at \$140 per hour. Estimated cost is \$700,000 per year for 3 years.

The Lowest bid received from Walker's Heating and Cooling for hourly rates ranging from \$42.33 to \$129.06 was rejected due to past performance, Dept. cited several instances of inadequate/incorrect services.

Other Bids received from Visions Consulting, hourly rates from \$70.04 to \$143.17; Detroit Boiler Co, hourly rates from \$87.87 to \$192.68; Great Lakes Power, hourly rates from \$110 to \$232; KEO & Associates, hourly rates from \$102 to \$242.

Contract checklist, dated July 17, 2014, indicates this contract is essential for repairs to the H.V.A.C. equipment, to protect health of employees.

Covenant of Equal Opportunity Affidavit signed 6-5-14;

TAXES: Good Through 10-30-14 and 12-30-14;

Hiring Policy Compliance Affidavit signed 6-5-14, Employment application submitted complies;

Slavery Era Records Disclosure Affidavit signed 6-5-14, indicating business established 1993, no records to disclose.

Previously, 3 contracts were approved to furnish GSD with regular maintenance and emergency repairs to HVAC equipment, for a term of 3 years: No. 2792608 with Great Lakes Power for \$1,000,000/year through April 2012; No. 2792609 with Walker's Heating and Cooling for \$200,000/year through April 2012; and No. 2792611 with Car Bee for \$300,000/year, through March 2013.

Recent contracts with Systemp Corp. include: No. 2886816, approved Jan. 14, 2014 for installation of 10 Heat Pumps at NWAC for \$73,000; Emergency repairs at NWAC for \$54,000 approved by Emergency Manager; contracted by Detroit Building Authority to provide and install new chiller at Coleman Young Airport for \$381,725.

HEALTH AND WELLNESS

2895811 100% Federal Funding – To Complete a Health Assessment to determine the Impact of the Targeted Demolition Areas for the (HHF) Hardest Hit Fund – Contractor: Southeastern Michigan Health Association, Location: 3011 West Grand Blvd, Suite 200, Detroit, MI 48202 – Contract Period: May 1, 2014 through August 31, 2014 – Contract Amount Not to Exceed: \$75,000.00

Costs budgeted to General Grants Fund, Acct. 3601-253055-000096-6123110-13476-0-A1530, Appropriation for Hardest Hit Fund includes available funding of \$75,000 as of July 31, 2014.

This contract was recommended by the Department as a Sole Source contract. According to the Department, the Health Impact Assessment requires a specialized set of skills to prepare the final report to the Department.

Authorization as a Sole Source was pending from the Purchasing Director, as of August 1, 2014.

Contract is for services to complete a Health Impact Assessment with respect to demolition and blight removal for the “Hardest Hit Fund Demolition Program” targeted in 6 areas.

Vendor to examine: child elevated blood lead levels, acute respiratory hospitalizations, chronic respiratory condition prevalence, animal bites, property value, homicides and other violent crime, drug related arrests, mental health hospitalizations, proximity to schools.

The data to be used to determine the magnitude, likelihood, distribution and permanence of any potential impact of the demolition and blight removal program on human health.

Report to include specific recommendations to manage any potential adverse health impacts and modifications to the demolition policies and methods for monitoring and evaluation. Advise demolition safety and site investigation protocol and work with the Detroit Land Bank to provide blight and demolition-relevant health and safety training to the Police Department’s Neighborhood Police Officers and contractors. Recommend additional demolition protocols to address: Habitants of vacant properties, environmental hazards such as lead, dust, asbestos; Rodent and pest control; Animal control.

The cost for the services is \$75,000, based upon the receipt of invoices for work performed; a more detailed budget for the \$75,000 not included in the contract.

Contract checklist, dated July 16, 2014, indicates this contract is essential as part of the demolition and blight removal program.

Covenant of Equal Opportunity Affidavit signed 4-16-14;

TAXES: Good Through 4-8-15 and 12-30-14;

Hiring Policy Compliance Affidavit signed 4-16-14, Employment application submitted complies;

Slavery Era Records Disclosure Affidavit signed 4-16-14, indicating business established 1955, no records to disclose.

PUBLIC WORKS

2895739 100% Other (Street) Funding – To Provide Bolts, Washers and Nuts for Traffic Sign Installation and Maintenance – Contractor: United States Socket & Screw Mfg., Corporation, Location: 41350 Executive Drive, Harrison Township, MI 48045 – Contract Period: July 10, 2014 through June 30, 2017 – Contract Amount Not to Exceed: \$50,475.00/3 yrs

Costs budgeted to Major Street Fund, Acct. 3301-193826-621907-06424-0, Appropriation for Major Street-Operations includes available funding of \$56,571,786 as of July 31, 2014.

16 Bids solicited, 1 Bid received on Open Market for the purchase of required bolts, washer, and nuts to install and maintain traffic signs.

The Department recommended approval of the Sole Bid received for a term of 3 years, though there was No Bid on 3 critical items; there will have to be a Re-Bid on the 3 remaining items.

The Unit Prices submitted with this bid are firm for 1 year and subject to increase or decrease each following year, based on the market prices.

Costs of the 7 items ranges from \$54 per case to \$83.50 per case; which the buyer determined to be a cost ranging from 10¢ per item to 13¢ per item.

City Council has recently approved a number of contracts related to traffic signs including:

No. 2836617, one-year renewal with Hercules and Hercules for \$199,284, for Aluminum Sign Blanks;

No. 2851840, one-year term with MD Solutions for \$234,000, for Stainless Steel Strapping, Sign brackets, Wing brackets, and Branding tool;

No. 2893445, three-year term with MD Solutions for \$67,852.47, for U Channel Steel Sign Posts and Anchors;

No. 2893448, three-year term with T & N Services for \$164,493, for Square Tube Steel Sign Post and Anchors.

Contract checklist, dated July 18,2014, indicates this contract is essential to activities relating to maintaining and installing traffic signs.

Covenant of Equal Opportunity Affidavit signed 12-9-13;

TAXES: Good Through 6-11-15 and 12-30-14;

Hiring Policy Compliance Affidavit signed 12-9-13, Employment application submitted complies;

Slavery Era Records Disclosure Affidavit signed 12-9-13, indicating business established 1961, no records to disclose.

TOTAL COPY CENTER

2895812 100% City Funding – To Provide Full Service Maintenance and Repair for Canon ir110
– Contractor: RICOH USA, Inc., Location: 26800 Meadowbrook, Suite 101, Novi, MI
48377 – Contract Period: August 1, 2014 through July 31, 2017 – Contract Amount
Not to Exceed: \$62,263.00/3 yrs

Costs budgeted to General Fund, Acct. 1000-350325-000146-622300-13125-0-A5010, Appropriation for Media Services and Communications includes available funding of \$1,445,012 as of July 31, 2014.

3 Bids solicited, 1 Bid received on Open Market for maintenance and required repair of the Canon copier located in the Total Copy Center, administered by the Communications and Creative Services.

Costs include \$.0069 per copy for an estimated 3,000,000 copies per year (250,000 copies per month) for a term of 3 years; plus costs for parts and supplies including staples at \$163/box.

Contract checklist, dated July 18, 2014, indicates this contract is essential for maintenance and repairs to the copier and to obtain necessary supplies.

Covenant of Equal Opportunity Affidavit signed 6-25-14;

TAXES: Good Through 7-9-15 and 12-30-14;

Hiring Policy Compliance Affidavit signed 6-25-14, Employment application submitted complies;

Slavery Era Records Disclosure Affidavit signed 6-25-14, indicating business established 1987, no records to disclose.